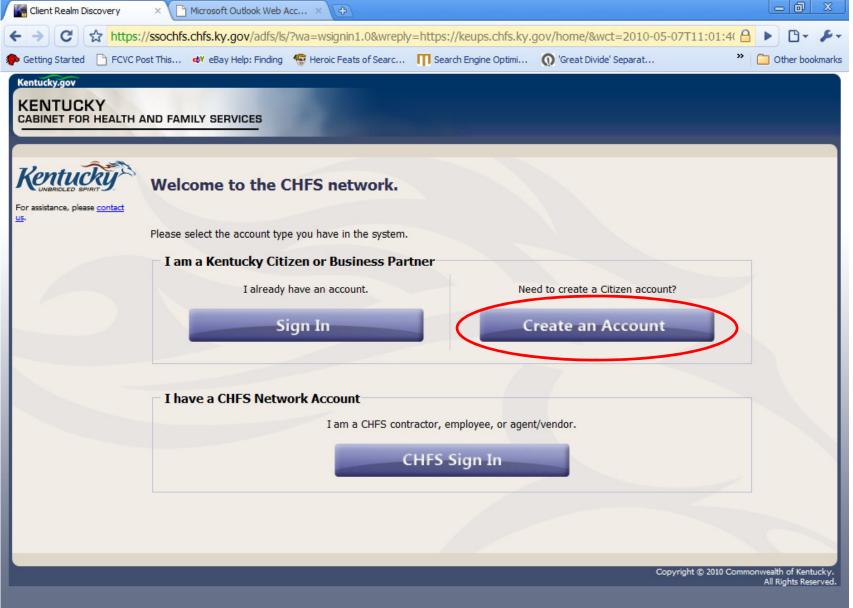# Creating a Kentucky Enterprise User Provisioning System (KEUPS) Account
and Requesting access to the
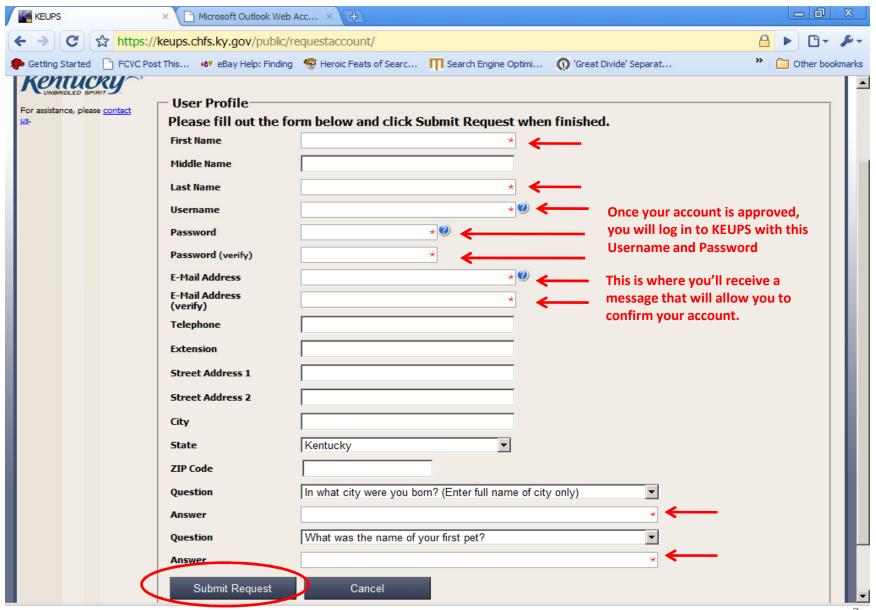# KHIE Coordinating Council and Committees Sharepoint site

KEUPS is a tool that provides a way for users to access multiple applications with a single sign on.

The pages that follow walk through the process of creating a KEUPS account and requesting access to your Sharepoint site.
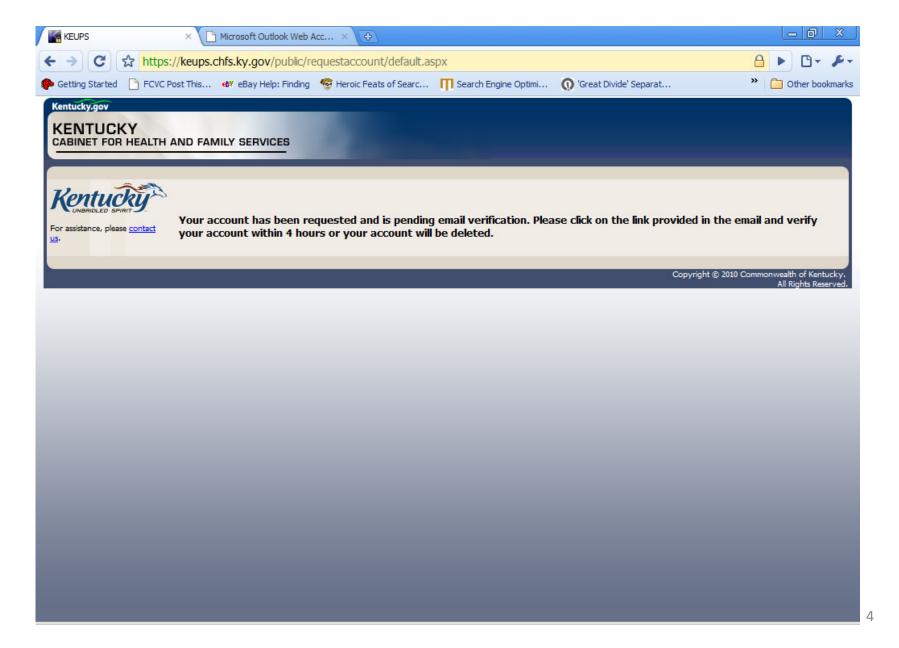
Browse to: https://keups.chfs.ky.gov, click "Create an Account".

Complete the required fields, then click "Submit Request".

Account request confirmation.

Your account has been requested and is pending email verification. Please click on the link provided in the email and verify your account within 4 hours or your account will be deleted.

For assistance, please contact us.

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You will receive an account confirmation email from "KEUPS Automated Mailer" with subject: "PASSWORD SETUP". Click the circled link.

PASSWORD SETUP Inbox | X

☆ **KEUPS Automated Mailer** to me   show details 7:07 AM (0 minutes ago) ↩ Reply ▼

Ric Reeder (rreeder@cit.ky.gov),

You have been sent this message because you have had a new Kentucky KEUPS user account created on your behalf. Your new **Citizen** account username is:

rreeder@cit.ky.gov

To establish your password, please visit the following URL and follow the on-screen instructions:

https://keups.chfs.ky.gov/public/fwlink/?linkid=008bb8f4-9cf0-4575-85e4-3f4e23fe51a7
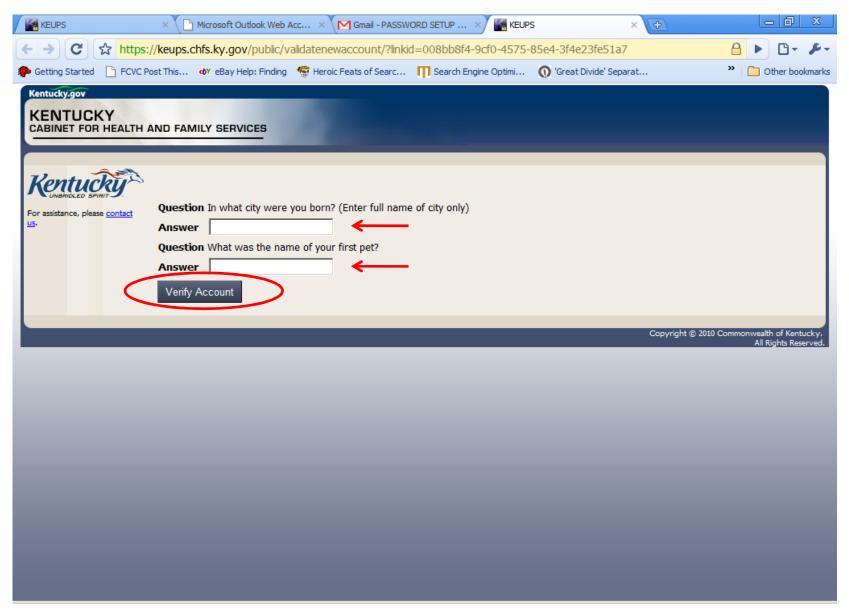
To return to the Kentucky KEUPS system after you have established your password, go to **https://keups.chfs.ky.gov/home**.
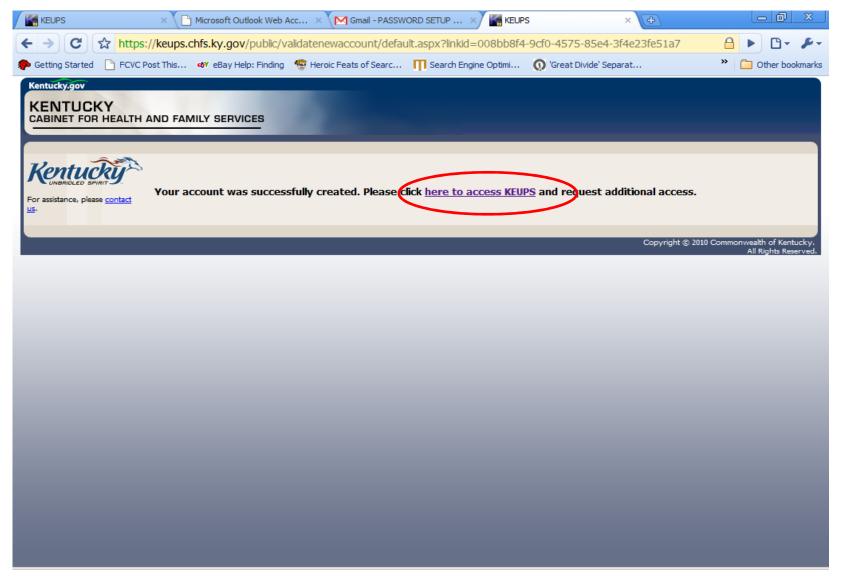
Kentucky Enterprise User Provisioning System

NOTE: Please do not reply to this email, as it is an unmonitored email account. Should you have questions regarding this message, please refer to the appropriate contact information located at https://keups.chfs.ky.gov/public/contact.

Confidentiality Notice: This e-mail message is for the sole use of the intended recipient and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please destroy all copies of the original message.
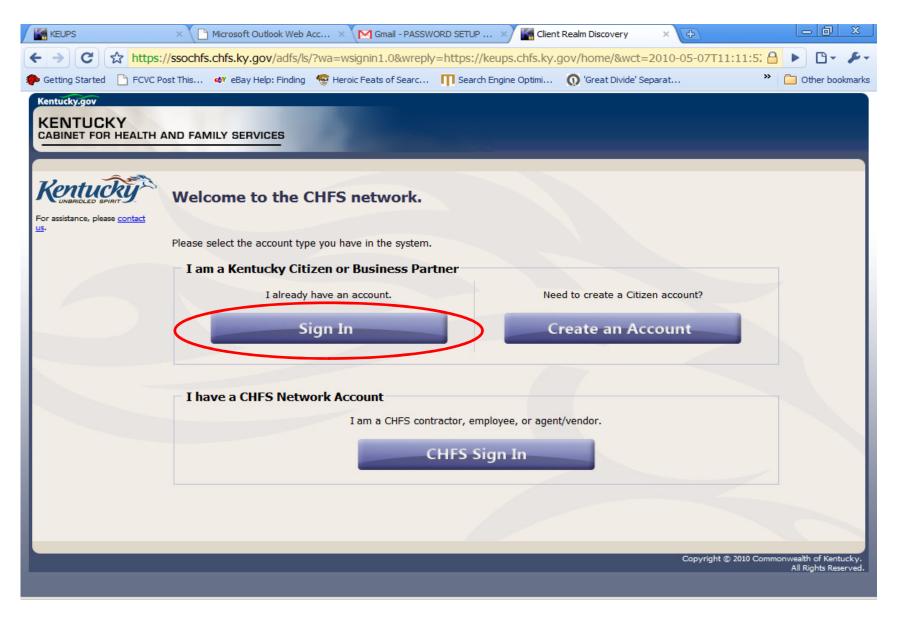
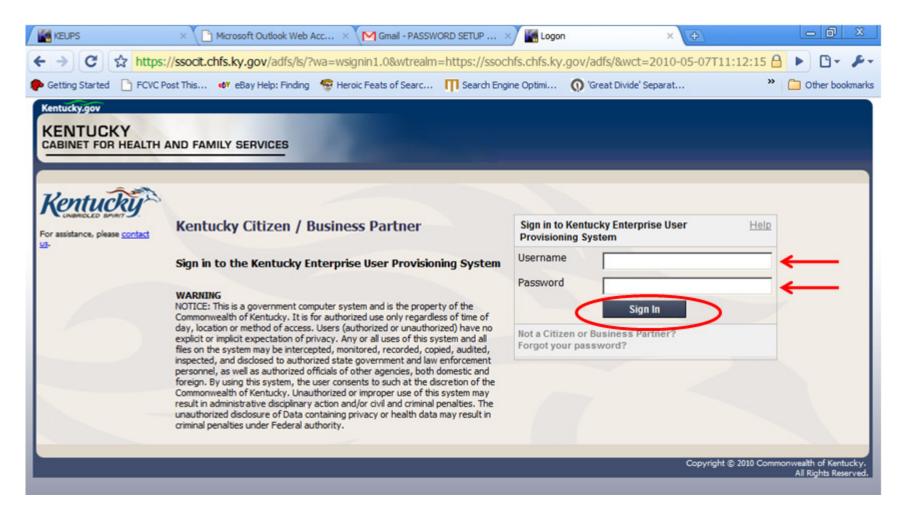Provide answers to your security questions, then click "Verify Account".

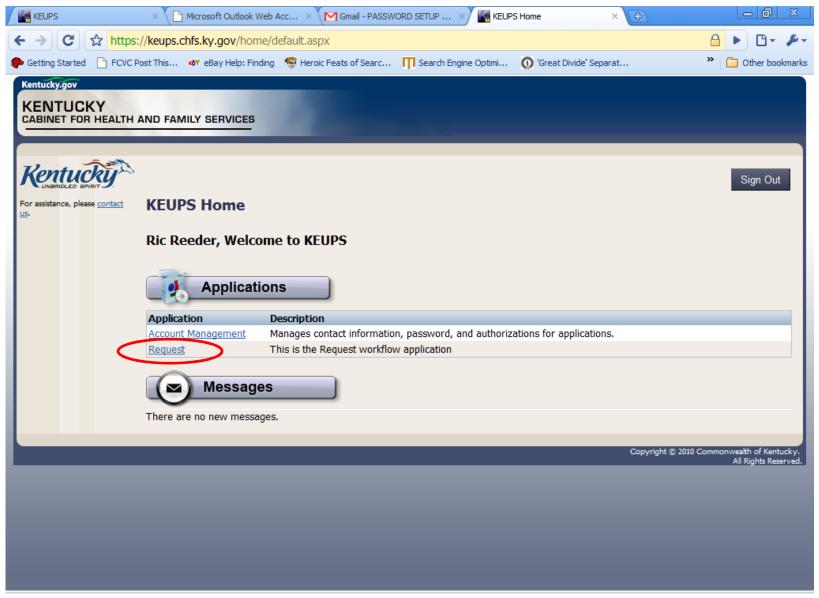Click the link "here to access KEUPS" to request access to KHIE Participant Information Center.
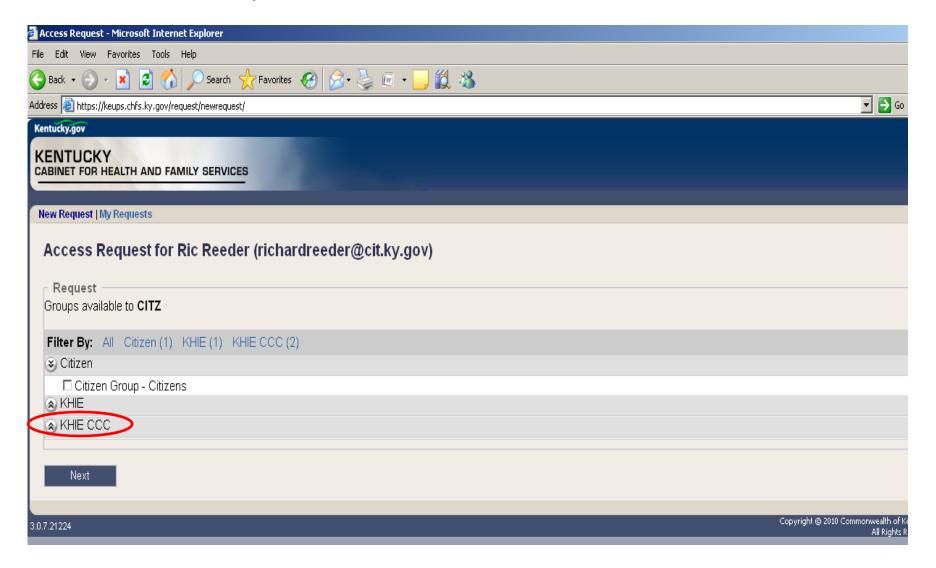
Click "Sign In".

Enter Username and Password, then click "Sign In". *NOTE: Please log in with the Username and Password you provided when you registered for your KEUPS account.
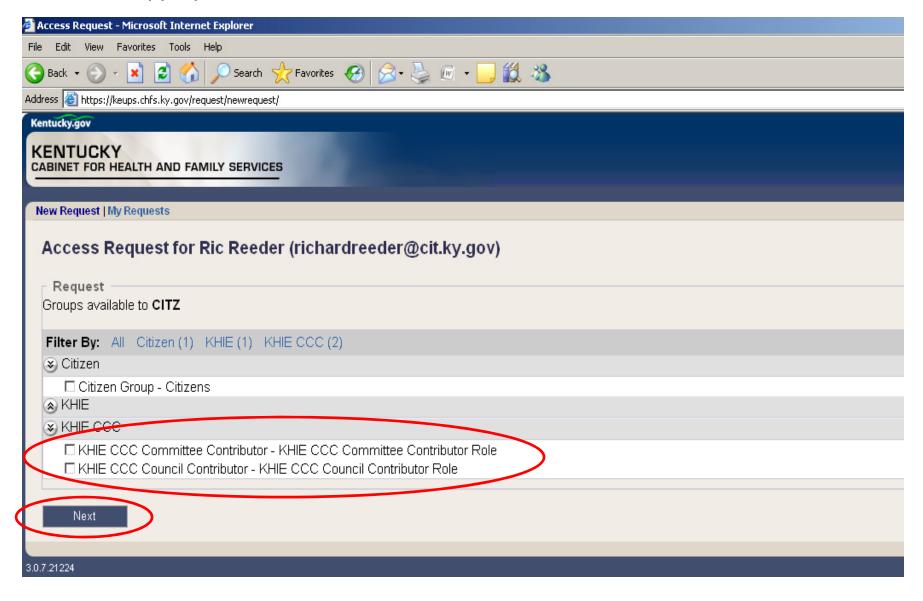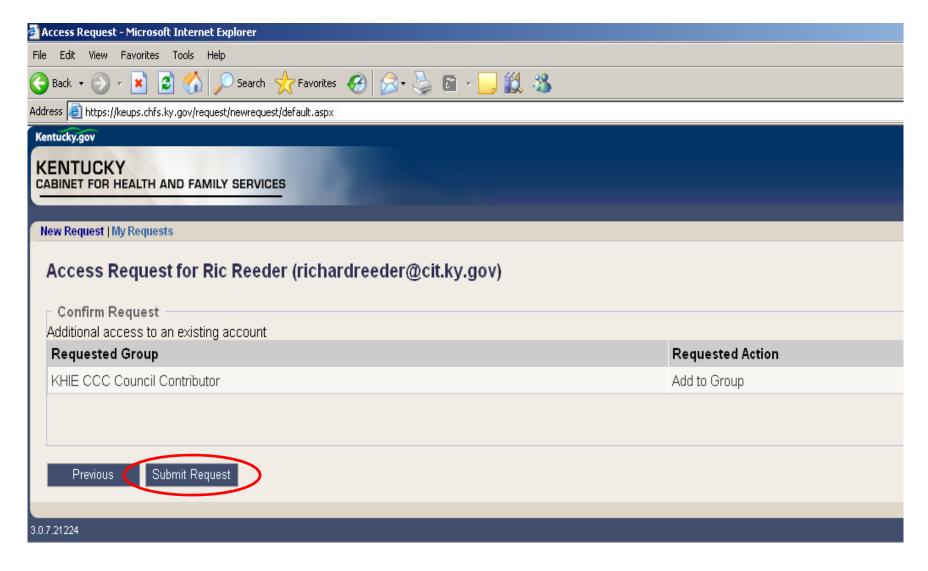
Click "Request".

Click "KHIE CCC" to expand the list.

Check the appropriate role, then click "Next".

Click "Submit Request".

Request for access was successful!
Once your request has been approved, you will receive an email from: "KEUPS Automated Mailer" with the subject: "AUTHORIZATION REQUEST APPROVED".

After your request is approved, and you log in to KEUPS (https://keups.chfs.ky.gov), click "KHIE Coordinating Council and Committees to visit the Sharepoint site.